

**COMMONWEALTH OF VIRGINIA  
VIRGINIA EMPLOYMENT COMMISSION**

<b>Policy Number</b>	<b>00-3</b>
<b>Effective Date:</b>	<b>June 7, 2000</b>
<b>Revision #</b>	
<b>Revision Date</b>	
<b>Title:</b>	<b>Public Participation and Collaboration in the Development and Implementation of the Commonwealth's Workforce Investment System</b>

**PURPOSE**

To describe the philosophy, requirements and opportunities for public participation in the development of the workforce investment system in the Commonwealth of Virginia.

**REFERENCES**

Code of Virginia, Section 9-329.1(F), (G)  
P.L. 105-220, Workforce Investment Act, Sections 111(g), 112, 116(a), 117(e), 118(c), and 192  
20 CFR Parts 661.200, 220, 305, 345, and 430.  
Virginia Freedom of Information Act

**POLICY STATEMENT**

Under Title I of the Workforce Investment Act (WIA), the workforce investment system provides the framework for delivery of workforce investment activities at the state and local levels to individuals who need those services, including job seekers, dislocated workers, new entrants to the workforce and incumbent workers, veterans, persons with disabilities, and employers. Each state's Governor is required, in accordance with the WIA, to establish a State Board, to designate local workforce investment areas; and to oversee the creation of Local Boards and the One Stop service delivery system.

Public participation and collaboration are the underpinnings of the creation of the workforce investment system. Broad stakeholder involvement ensures customer satisfaction, service accountability and promotes the necessary link between supply and demand. The Commonwealth of Virginia endorses and promotes collaboration in governance, policy development and service interventions for workforce development.

**State Level Collaboration and Public Participation**

The Virginia Workforce Council (State WIA Board) is composed of a broad range of representatives from the public and private sectors.

Additionally, the four Council members who serve as Cabinet Secretaries ensure that the highest level of public policy attention is brought to bear on issues affecting the One Stop Partners. The Council meets quarterly and all meetings are open to the public. There is regular opportunity for public comment, with prior public meeting notices appropriately provided. Much of the work of the Council is done in Committees. Public notices are provided for Committee meetings, following the same routine as Council meetings. The Council has also formed a Regional Advisors Group, where interested parties request to be informed of significant workforce development events. Opportunity to become an Advisor is afforded at each Council meeting. An Internet web site is the established method for public access for comment and review of Council policies and documents.

The state grant recipient and administrative agency for the WIA is the Virginia Employment Commission (VEC). The VEC has established opportunities to ensure maximum public participation in early and ongoing WIA implementation. The Workforce Development State Level Partners Steering Committee and the Task Groups are examples of such opportunities.

The Workforce Development State Level Partners Steering Committee is composed of State Agency Heads and Deputies from all state entities having workforce training responsibilities, including the State Director of the Virginia Office of the federal Department of Housing and Urban Development. The scope is broader than the WIA and is intended to provide an inclusive process at the state level to build consensus regarding state roles in implementing the WIA and building a workforce system in the Commonwealth. The Committee sets the tone and pace for local counterparts and supports effective local systems, driven by local vision.

Six Task Groups have also been formed. The purpose of the Task Groups is to provide a broad-based collaborative process to build consensus at the local and state level in implementing the WIA. Maximum and widespread participation from the public and private sector assures the development of innovative, comprehensive policies and service strategies. The groups are: Accessibility and Populations to be Served; Employer and Incumbent Worker; Performance Measures/Resource Allocations; One Stop; State and Local Planning; and WIA Youth Issues.

### **Local Level Collaboration and Public Participation**

The local elected officials and the Local Workforce Investment Board (WIB), working with the business community, service providers, community-based organization leaders, youth service providers and others interested in workforce development together play a vital role in shaping the vision and customizing the workforce investment system to respond to local labor market needs. Two of the most critical decisions for WIBs are how best to organize the service system to effectively serve a diverse customer base, and how to expand the resource base and service capability through the development of strategic partnerships and integrated service delivery. A myriad of key stakeholders must play a role in effecting success, in this regard.

WIBs and Local Youth Councils must establish standard procedures for public participation in meetings, strategic planning and policy development.

The methods for public participation and collaboration must be developed, according to local preference, in this regard. In considering such means and methods, access by broad and diverse interested parties should be considered, including access by the disabled and the hard-to-serve. Specifically, the WIB must conduct business in an open manner by making available to the public, on a regular basis through open meetings, information about the activities of the WIB and the Youth Council. This includes information about the local strategic plan before submission of the plan, and about membership, the designation, certification and funding of One Stop Operators, and the award of grants or contracts to eligible providers of youth activities, and on request, minutes of formal meetings of the WIB and Local Youth Council.

Nontraditional and creative methods should be explored to ensure that all appropriate resources and interests are brought to bear in developing the local workforce investment system. WIBs are further encouraged to reach beyond the requirements of the WIA in establishing the One Stop service delivery system. Collaboration and public participation paves the way to secure partners' full endorsement of the local vision, along with performance goals and the critical strategies needed to attain them.

## **RECISIONS**

**APPROVED** Michael A. Daniels  
Chair, Virginia Workforce Council

Thomas J. Towberman  
Commissioner, Virginia Employment Commission

**DATE**            **June 7, 2000**